UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Instructions for Processing Quota Buyout Program (QBOP) Overpayments

Approved by: Deputy Administrator, Farm Programs

[signature]

1 Overview

A
Background

Notice DCP-35 provided State and County Offices with procedure for processing 2002 QBOP payments and cancellations. Software or instructions for processing overpayments was **not** available when software for payment processing was issued.

Notice FI-2559 provided State and County Offices with instructions for handling refunds of overpayments that occurred before overpayment software was available.

B
Purpose

This notice provides State and County Offices with instructions for processing QBOP overpayments in the automated system.

C
Automation
Software

Automation software for computing overpayments for QBOP will be mailed to State and County Offices in County Release No. 501.

Disposal Date	Distribution
July 1, 2003	State Offices; State Offices relay to County Offices

2   Computing Overpayments

**A
When to Run
Overpayment
Process**

The overpayment process shall be run for **all** quota holders once every
60 calendar days to ensure that:

- eligible quota holders are notified of overpayments
- the finality rule will **not** apply.

County Offices shall continue to compute overpayments every 60 calendar days
until the program is officially closed, after the 2006 QBOP payments are issued.
The program will **not** be officially closed out until all applicable software options
are disabled.

**B
Running
Overpayment
Process**

Overpayments may be calculated by either of the following:

- an eligible quota holder
- **all** eligible quota holders.

However, the system will force an "all eligible quota holder" process to run every
60 calendar days. If more than 60 calendar days have passed since the last "all"
process has been run, the system will display the message, "The overpayment File
is more than 60 calendar days old. **All** overpayments must be run, do you want to
run an all overpayment cycle at this time, ENTER "Y" to run the all cycle or "N"
to terminate this process."

If this message is received, overpayments may **not** be processed by single quota
holder, until the "all" process has been completed.

Note: Each time the overpayment process is run, the previous overpayment file
will be deleted.

2 Computing Overpayments (Continued)

C
Accessing   Access the overpayment compute process from Menu FAX250 according to this
Overpayment   table.
Process

Step	Menu or Screen	Action
1	FAX250	ENTER "2" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county.
3	FAX0700	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "14", "Quota Buyout Program Applications (QBOP)".
6	MPAA00	ENTER "2", "QBOP Applications Menu".
7	MPAA20	ENTER "2", "Peanut Quota Buyout Payment Processing".
8	MPAAP0	ENTER "3", "Overpayment Processing".

9	MPAA00?	ENTER "1", "Compute Overpayment".
		
		Note: The County Office will have the option to select overpayments to be calculated by entering 1 of the following:
		
		    • **all**
		        • last 4 digits of ID
		        • last name

    Note: A report will be sent to the selected printer when overpayments have been
             computed. This report may be reprinted by selecting option 2 on Menu
             MPAA00.

2   Computing Overpayments (Continued)

D
Messages   This table lists messages that may display while processing overpayments.

Message	Reason for Message	County Office Action
"The Overpayment File is more than 60 calendar days old. All overpayments must be run, do you want to run an all overpayment cycle at this time? ENTER "Y" to run the all cycle or "N" to end this process".	The "all" process has **not** been run in the last 60 calendar days, and the user is trying to run the overpayment process for a producer.	The "all producer" process must be completed before overpayments can be processed for the producer.
"The overpayment process is being processed on another workstation. Please try again after the process has completed. PRESS "Enter" to terminate this request."	Overpayments are being processed on another terminal.	Try to access the overpayments process after the current overpayment job is completed from the other terminal.
"There is a suspended overpayment batch on workstation xx. The suspended batch needs to be processed before continuing this option. PRESS "Enter" to terminate this request."	A batch of overpayment records has been suspended. These records must be processed.	Process the suspended batch from the terminal they were suspended on.

3 Charging Interest

A
When to Charge
Interest

Interest shall be charged on **all** QBOP payments to producers who become ineligible after CCC-530 is approved.

Note: Interest shall **not** be charged if the producer:

- refunds CCC-184 without being cashed
- refunds the payment voluntarily.

4 Selecting Overpayments

A
Transferring
Overpayments

After computing overpayments and printing the overpayment register, overpayments may be selected and transferred to CRS. Transferring overpayments to CRS will automatically:

- remove the overpayment from the QBOP system
- set up a receivable for the eligible quota holder.

Overpayments shall be transferred to CRS in a timely manner.

B
Time
Restrictions

The system will **not** print the overpayment register or transfer selected overpayments to CRS if the system's initial program load date is 7 calendar days greater than the date the overpayments were computed.

Overpayments must be recomputed before the overpayment register can be printed or selected overpayments transferred to CRS.

4   Selecting Overpayments (Continued)

C
Accessing Screen   Screen MZAE0E02 displays computed overpayments for selected producers.
MZAE0E02   Access Screen MZAE0E02 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "2" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county.
3	FAX0700	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "14", "Quota Buyout Program Applications (QBOP)".
6	MPAA00	ENTER "2", "QBOP Applications Menu".
7	MPAA20	ENTER "2", "Peanut Quota Buyout Payment Processing".
8	MPAAP0	ENTER "3", "Overpayment Processing".
9	MPAA00	ENTER "3", "Transfer Overpayments to CRS".

D
Screen   This is an example of Screen MZAEOE02 which will be displayed when option 3
MZAEOE02   is selected on Menu MPAAO0.

```
AZAEOE                                      CONTROL      MZAEOE02
2002 Overpayments

Enter an 'X' in the SEL column to select producer for overpayment processing

SEL  Producer Name              Producer ID          Contract          Overpayment
                                and Type                                Amount

X    Sam B Jones               222-23-1212          3              $1,444
X    D K Smith                 121-12-1212          1                 $500

Cmd5=Update          Cmd7=End
```

4   Selecting Overpayments (Continued)

**E
Selecting
Overpayments
on Screen
MZAEOE02**

Select overpayments on Screen MZAEOE02 according to this table.

Step	Action
1	ENTER "X" in the "SEL" column for all overpayments that are to be transferred to CRS.
2	PRESS "Enter" on each screen to keep the overpayments selected on that screen. **Note:** Do not press "Cmd6" before "Enter" has been pressed.

5 Canceling Overpayments

A
Introduction

If an overpayment has been erroneously transferred to CRS, the overpayments may **not** be canceled until subsequent transactions, as collections applied to receivable, have been canceled in CRS.

Note: See 67-FI for deleting transactions.

B
Canceling
Overpayment

County Offices shall follow this table to cancel an overpayment.

Step	Menu or Screen	Action
1	MPAAP0	ENTER "3", "Overpayment Processing", and PRESS "Enter".
2	MPAAO0	ENTER "2", "Cancel Overpayments" and PRESS "Enter".
3	MZAEPA02	• Enter the producer ID number, last 4 positions of ID number, type or last name, and transaction number from the payment history report. • PRESS "Enter".
4	MZAEOA01	• ENTER "X" in the "SEL" column next to the overpayment that needs to be canceled. • Respond with "Y" or "N" to the question, "Has the payment been mailed or transmitted to the producer?" • Cmd5 to update or Cmd7 to end job.
5	ANK52040	PRESS "Enter" to continue.

6   Handling Refunds Received Before Overpayment Software

A
Recording
Receivable
Collections

County Offices shall record all collections of receivables including amounts received before overpayment software was available according to 67-FI, Part 5.

7   County Office Action

A
Processing
Overpayments
and Collections

County Offices shall follow instructions in this notice for establishing receivables and depositing collections of receivables.